

POSITION	Teacher, Spanish	nsA:	Exempt
TITLE:		WORK	190
SALARY:	Teacher Salary Schedule	oAYS:	
LOCATION:	Full and Part Time Positions in both Middle and High Schools	REPORTS	Principal
		TO:	

PRIMARY FUNCTION: Developing students' academic skills through academic courses of study and implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing feedback to students, parents, and administration regarding student progress, expectations, goals, etc.

REQUIREMENTS:	
1. Educational Level:	Bachelor Degree in job related field
2. Certification/License:	valid Georgia Teacher certification or eligibility for GA certification in Spanish
3. Experience:	None
4. Physical Activities:	Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities:	written and oral communication; instructional strategies that connect the curriculum to the learners; student management

#### ESSENTIAL DUTIES:

1. Advises parents and/or legal guardians of student progress.
2. Adheres to local school procedures and regulations in a supportive manner; demonstrates loyalty to the school and its leadership; avoids behaviors which detract from staff morale; works cooperatively with colleagues and the community; promotes a positive school environment that enhances student learning; helps maintain a positive and cooperative climate.
3. Assesses student needs, progress, expectations, goals, etc.
4. Collaborates with school personnel, parents, and various community agencies.
5. Demonstrates prompt and regular attendance.
6. Demonstrates methods required to perform assignments to provide effective school program and address needs of individual students.
7. Exhibits professionalism in all job related situations; follows professional ethics in all work related activities.
8. Provides instruction that is appropriate; communicates responsibly with all individuals and groups; assumes a fair share of outside-the-classroom school responsibilities; maintains plans according to policies and/or directives; promotes the responsible use of materials and equipment; submits accurate paperwork on schedule; prepares adequately for responsibilities to be assumed when absent.
9. Accounts for student attendance and punctuality; directs the conduct of students in accordance with policies at all times; takes all reasonable measures to protect students' health and safety.
10. Follows all county, state, and federal policies and procedures.
11. Meets certification and accreditation standards.
12. Seeks to improve through professional development and evaluation activities.
13. Performs other duties as assigned by appropriate administrator.

In addition to salary, teachers participate in the Georgia State Retirement System and are offered a full list of benefits including medical, dental and life insurance.

The Muscogee County School District is accepting on-line applications for Support, Professional and Certified Positions.

**Benefits include (when placed in a full time position):**

- Health, Dental Insurance and Life Insurance
- Paid sick days
- Vacation -depending on type of position
- Retirement Plan
- 403B Options

**To Apply:**

**1. Create an On-Line Account with a User name and Password**

Go to our website [www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

- Click "Employment" on the homepage.
- o Click "Job Postings".
- e Select the job that you would like to apply for by clicking on the job or using the 'Search' field under 'Job Listings', type in the search box for a particular job.
  - o For example type in Culinary Technician job posting should appear -You may click on the Job Title for information regarding the position.
- To apply, click on 'Apply for the position' located on the right side of the screen. o If you have not completed an online application before, you will need to create a new account and apply. (This is at the bottom of the 'I am a new applicant' column on the left side of the page.)
- If you have completed an online application previously, you will need to login with the Username and Password. This information is located in the middle section of the page under the heading 'I already have a Recruit & Hire account with Muscogee County Schools'.

(If you have forgotten your logon information, you may click on "I forgot my Username or Password" to reset. This is located at the bottom of the middle column.)

- Complete the online application for the position that you are applying for. o References require a valid email address be provided for each.  
(Please note references cannot be friends, family, coworkers or neighbors.)

**Click on 'SAVE & SUBMIT'.**

After your online application is submitted, it will be reviewed by the Coordinator.

Once you have completed the online application:

2. Please ensure that you have the following supporting documents requested attached to application:

- Educational Requirements -Transcripts, HS Diploma/GED
- Certifications needed for the position
- Resume of Work History
- Letter of Interest for the position that you are applying for.

In order to expedite this process, documents can be uploaded to your online application, faxed to Chandra Henry or Kevin Shirley at (706) 748-2040 or delivered to

Muscogee County Public Education Center  
Human Resource Division, 2<sup>nd</sup> Floor  
Attention: Chandra Henry  
2960 Macon Road  
Columbus, Georgia 31906

If you have questions concerning the application process or needed documents, please contact Chandra Henry, Applicant Tracking Specialist @ (706) 748-2027 or Kevin Shirley at (706) 748-2079.

*The Muscogee County School District is an Equal Opportunity Employer*